

Jefferson County Position Description

Name:		Department:	Fair Park		
Position Title:	Fair Park Grounds Worker-OPT	Pay Grade:	Not classified	FLSA:	Non-Exempt
Date:	February 2015	Reports To:	Fairgrounds Supervisor		

Purpose of Position

The purpose of this position is to perform basic custodial, grounds and maintenance tasks.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares buildings and grounds for events erecting stalls, moving display equipment, setting up cages, erecting dividers, placing fencing, moving bleachers, and setting up tables and chairs.
- Performs basic equipment maintenance and carpentry tasks.
- Provides on-call assistance for emergency services & customer support
- Cleans and maintains buildings and grounds, including picking up litter and garbage, cleaning bathrooms, replenishing supplies, cleaning barns, plowing and shoveling snow.
- May operate tractors and skid loaders.
- Maintains dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be 18 years of age. Applicants for the Occasional Part Time position must have high school diploma or equivalent with 2-3 years buildings/grounds maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin motor vehicle operator's license required.

Other Requirements

- Physical:** Ability to climb ladders and lift, push, pull a minimum of 50 pounds
- Work Environment:** May work with chemicals and fumes. May be required to work outdoors in unfavorable conditions.
- Hours of Work:** Typically works weekdays and may be on an on-call rotation weeknights and weekend hours.
- Fair Week:** Section 13(a)(3) of the Fair Labor Standards Act provides an exemption from FLSA overtime provisions for certain situations for an establishment which is an amusement or recreational establishment. During the week prior to, the week of, and the week following, any employee devoting 100% of work time to the operation of the County Fair is exempt from overtime, and all hours worked are paid at the regular rate of pay. Weekends and evenings will be required during this time.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date